



# Creating News Story with Images and/or Hyperlinks

1. **Navigate to Unit**
2. **Create Page**
3. **Enter meta data**
  - Headline
  - Story Date
  - Byline
  - Unit
  - Dateline
4. **Enter Content**
5. **Upload New Images** if any
6. **Attach images** to story
7. **Add hyperlinks** if any
8. **Select Categories and Tags**
9. **Enter Story Promotion** information
10. **Enter Publishing Dates**
11. **Check in to Share Draft** for review
12. **Submit** for Approval



# Navigating to Unit for News Story

## 1a. Click *Units*

Welcome Gessner Ctr Kathy / / Site Actions

**MARINES**  
THE FEW. THE PROUD.

Home News **Units** Recruiting Training & Education Career Marine Services In the Community  Search

Advanced Search

**CALL TO SERVICE**  
A Message from the Commandant of the Marine Corps -- Our Nation is at war - our Corps is at war...

**Re-enlist**  
[Active Duty](#)

**Volunteer for Duty**  
[Reserve](#)  
[Retired](#)

**Join the Corps**  
[Contact a Recruiter](#)  
[Find a Recruiting Station](#)

**Retirees**  
[CMC's Message](#)

with certificates in hand, after graduating from a Humvee licensing and preventive maintenance course March 20. More than 20 Iraqi soldiers graduated from the three-week course, which was taught by Marines with Regimental Combat Team 7.

Photo by Staff Sgt. Jim Goodwin

**OPERATIONAL NEWS** [Section Home](#)

**In the News**

**Press Releases**

**Legal Advisories**

**FEATURES**

**Medal of Honor**  
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- [About the Medal of Honor](#)
- [Marine Recipients](#)
- [The Gift of Valor](#)

**Leaders Guide**  
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

**LEADERS GUIDE**  
*Managing Marines In Distress*

**Join the Corps**

☐ Marines.com You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at [Marines.com](#)



# Selecting Unit for News Story

## 1b. Select *Unit*

Welcome Gessner Ctr Kathy // Site Actions ▾

**MARINES**  
THE FEW. THE PROUD.

Home | News ▾ | **Units ▾** | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾

Advanced Search

Home > Units Add Link to Site

View All Site Content

**Unit Directory**

Headquarters Marine Corps

| Unit Type                    | Location               | Alphabetically |
|------------------------------|------------------------|----------------|
| ▪ Artillery                  | ▪ Afghanistan          | ▪ A-G          |
| ▪ Aviation                   | ▪ Africa               | ▪ H-N          |
| ▪ Bases and Stations         | ▪ Arizona              | ▪ O-T          |
| ▪ Detachments                | ▪ California           | ▪ U-Z          |
| ▪ Divisions                  | ▪ District of Columbia | ▪ 0-9          |
| ▪ <b>Expeditionary Units</b> | ▪ Europe               |                |
| ▪ Headquarters Agency        | ▪ Florida              |                |
| ▪ Infantry Units             | ▪ Georgia              |                |
| ▪ Marine Logistics Group     | ▪ Hawaii               |                |
| ▪ Marine Forces              | ▪ Iraq                 |                |
| ▪ Recruiting Districts       | ▪ Japan                |                |
| ▪ Reserves                   | ▪ Kentucky             |                |
| ▪ Training/Schools           | ▪ Korea                |                |
| ▪ Other Elements             | ▪ Louisiana            |                |
|                              | ▪ Maryland             |                |
|                              | ▪ Missouri             |                |
|                              | ▪ Nebraska             |                |
|                              | ▪ New York             |                |
|                              | ▪ North Carolina       |                |
|                              | ▪ Oklahoma             |                |
|                              | ▪ Rhode Island         |                |
|                              | ▪ South Carolina       |                |
|                              | ▪ Texas                |                |
|                              | ▪ Virginia             |                |
|                              | ▪ Washington           |                |

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# Creating Page for News Story

## 1c. Click *Unit* from list of links

The screenshot shows the Marines website with the "Units" link highlighted in the navigation menu. A red box highlights the "Unit Directory: Results" section, which lists "Unit Type : Expeditionary Units" and "II MEF" with a URL. A red arrow points from the "1c. Click Unit from list of links" instruction to the "Units" link in the navigation menu.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community

Unit Directory: Results

Unit Type : Expeditionary Units

- II MEF  
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>



# Creating Page for News Story

## 2a. Create Page by Clicking *Site Actions*

A screenshot of the Marines website. The top navigation bar includes links for Home, News, Units, Recruiting, Training &amp; Education, Career, Marine Services, and In the Community. The main content area displays "Unit Directory: Results" for "Expeditionary Units". A "Site Actions" dropdown menu is open on the right, showing options like Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. A red arrow points from the "2a. Create Page by Clicking Site Actions" text to the "Site Actions" dropdown menu.

**NOTE:** Site Actions will vary depending on your permissions.



# Creating Page for News Story

## 2b. Click *Create Page*

A screenshot of the Marines website interface. The top navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The main content area displays "Unit Directory: Results" for "Expeditionary Units". A red arrow points from the "Units" link in the navigation bar to the "Create Page" option in the "Site Actions" dropdown menu. The "Site Actions" menu is open, showing options like Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, and Manage Content and Structure. The "Create Page" option is highlighted with a red box.

Welcome Kathy Gessner / My Links / Site Actions

**MARINES**  
THE FEW. THE PROUD.

Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Home > Units

View All Site Content  
**Lists**

**Unit Directory: Results**

Unit Type : Expeditionary Units

- II MEF  
<http://usmcdemoau1.inforeliance.com/units/marforcom/iimef>

**Site Actions**

- Edit Page**  
Change the content and Web Parts on this page.
- Create Page**  
Create a page in this site.
- Create Site**  
Add a new site under this site.
- Show Page Editing Toolbar**  
Display the page status and editing options for this page.
- View All Site Content**  
View all libraries and lists in this site.
- View Reports**  
View reports on documents, pages and tasks.
- Site Settings**  
Manage site settings on this site.
- Manage Content and Structure**  
Reorganize content and structure in this site collection.



# Creating Page for News Story

Home TESTSITE Welcome Gessner Ctr Kathy | ?

Home News Units Recruiting Training & Education Career Marine Services In the Community Site Actions

Home > Units > TESTSITE > Pages > Create Page

## Create Page

**Page Title and Description**  
Enter a URL name, title, and description.

**2c. Enter Page Title**

Title: Training Page 1

Description:

URL Name:  
Pages/ TrainingPage1 .aspx

**2d. Select News Story with Photos or News Story without Photos**

(Generic) Generic Layout with a single column.  
(Generic) Generic Layout with Two Columns  
(News Story) News Story with Photos  
(News Story) News Story without Photos  
(Press Release) Press Releases Layout  
(Redirect Page) Redirect Page  
(Welcome Page) Unit Home Layout

**2e. Click Create**

Check Spelling Create Cancel

A USMC Generic Layout for generic, non-homepage content.



# Entering MetaData for News Story

## 3. Enter *MetaData*

**NOTE:** If creating a News Story without Images you will not have an Image Upload tab or the column on the right to add photos.

**3a.** Headline is Page Title by default. **Type new title** to change.

**3b.** Enter *Story Date*

**3c.** Enter *Byline*

**3d.** Select *Unit* from drop down menu

**3e.** Enter *Dateline*

**3f.** To Enter Page Content, **click** "Click here to add new content"

The screenshot shows the 'MARINES' content management system interface. The top navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. The main content area is titled 'Enter MetaData' and includes a sidebar with links for View All Site Content, Test Site, Mission, News, Units, Press Releases, Photos, and Links. The form fields are as follows:

- HEADLINE:** A text box containing 'New Training for Content Managers'.
- StoryDate:** A date picker showing '4/13/2007'.
- By:** A text box containing 'Kathy Gessner, IT Consultant'.
- Unit:** A dropdown menu showing 'Headquarters, U.S. Marine Corps'.
- Dateline:** A text box containing 'Marines implement new content manager p'.
- Page Content:** A text box with an 'Edit Content' button and a 'Click here to add new content' link.

On the right side of the form, there is a column of photo upload options labeled 'Photo1' through 'Photo5'. Each option includes an 'Edit Picture' button, a 'Click to add a new picture' link, and a 'Clear' button.



## 4. Enter Content

**UNCLASSIFIED**



# Uploading New Images for News Story

## 5. Click to upload new images

Welcome Gessner Ctr Kathy / / Site Actions

**MARINES**  
THE FEW. THE PROUD.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools | Check In to Share Draft | Submit for Approval | Publish

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

Test Site

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

Click here to upload a new image.

EMAIL | PRINT | FEEDS

Photo1

Edit Picture

Clear

Click to add a new picture

Photo2

Edit Picture

Clear

Click to add a new picture

Photo3

Edit Picture

Clear

Click to add a new picture

Photo4

Edit Picture

Clear

Click to add a new picture

Photo5

Edit Picture

Clear

Click to add a new picture

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Click here to add new content



# Uploading New Images for News Story

## 5a. Click *Browse to Select Files*

**Note:** Recommend that you upload each image individually so you can input required information and check in each image rather than Uploading Multiple files at one time. You will still have to go back and enter required information for each image and then check it in.

Home > Units > TESTSITE > Images > Upload Document

### Upload Document: Images

#### Upload Document

Browse to the document you intend to upload.

Name:

Browse...

Upload Multiple Files...



Add as a new version to existing files

#### Version Comments

Type comments describing what has changed in this version.

Version Comments:

OK

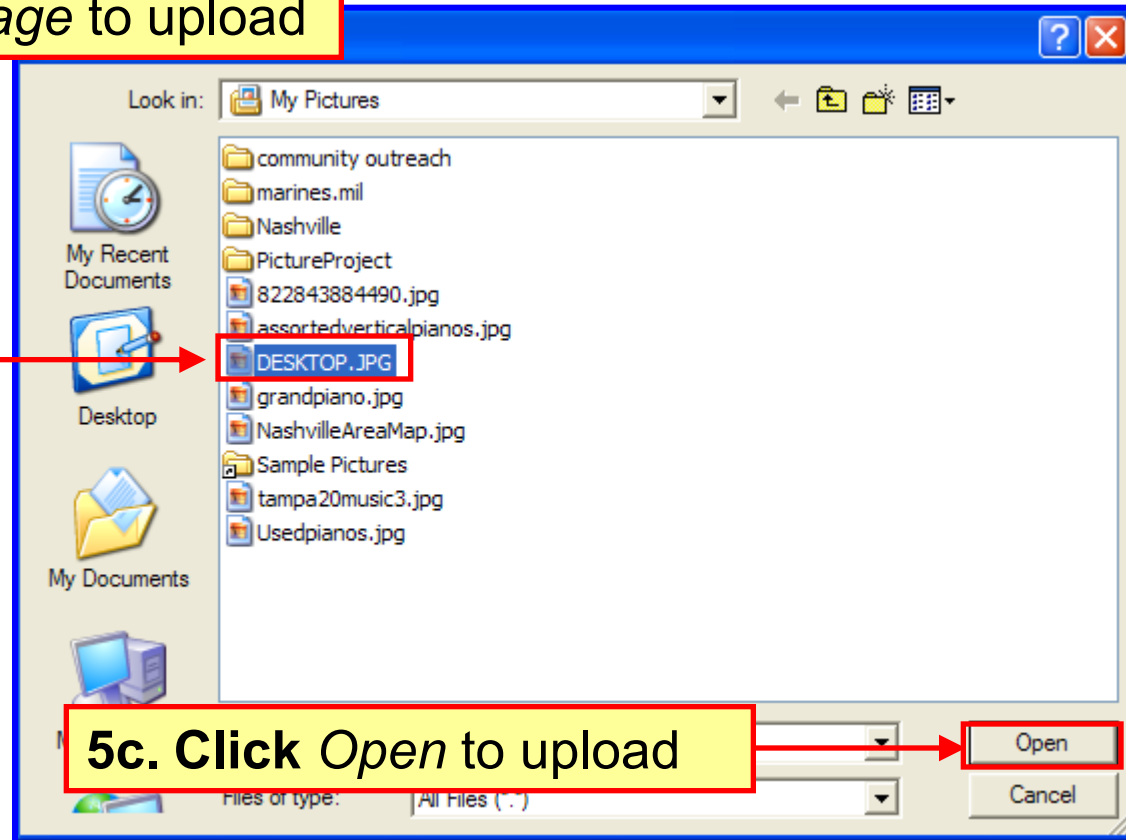
Cancel

**Note:** Images must be published and approved before the public can view them



# Uploading New Images for News Story

**5b. Select *Image* to upload**



**5c. Click *Open* to upload**



# Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > Upload Document

## Upload Document: Images

|   |   |
|---|---|
| <b>Upload Document</b><br>Browse to the document you intend to upload.                | Name:<br><input type="text" value="C:\Documents and Settings\kathy.gess"/> <input type="button" value="Browse..."/><br><a href="#">Upload Multiple Files...</a><br><input checked="" type="checkbox"/> Add as a new version to existing files |
| <b>Version Comments</b><br>Type comments describing what has changed in this version. | Version Comments:<br><input type="text"/>   |

**5d. Click OK** →



# Uploading New Images for News Story

## 5e. Enter image information

- Name \*
- VRIN# \*
- Date Photo Taken \*
- Byline \*
- Unit
- Dateline \*
- Keywords
- TypeofImage
- F-Number
- ExposureTime
- ApertureValue
- ShutterSpeedValue
- MeteringMode
- MaxApertureValue
- ExifImageWidth
- FocalLength
- ExposureMode
- ExifImageHeight
- SceneCaptureType
- WhiteBalanceMode
- Flash
- ISOSpeedRatings
- Model
- Make
- Headline
- Artist
- City
- WriterEditor
- Country/Region
- State/Province
- AllMetadata

## 5f. Click *Check In*

The screenshot shows a web form for uploading a new image for a news story. The form includes fields for Name, VRIN#, Date Photo Taken, Byline, Unit, Dateline, Caption, Keywords, TypeOfImage, F-Number, ExposureTime, ApertureValue, ShutterSpeedValue, MeteringMode, MaxApertureValue, ExifImageWidth, FocalLength, ExposureMode, ExifImageHeight, SceneCaptureType, WhiteBalanceMode, Flash, ISOSpeedRatings, Model, Make, Headline, Artist, City, WriterEditor, and Country/Region. A red arrow points from the 'Check In' button in the top right corner to the '5f. Click Check In' section header.

**NOTE:** Make sure all Items marked with \* have information. These are required fields and must have information filled in.



# Uploading New Images for News Story

**5g. After all images have been uploaded, Change View to My Submissions**



Home | News | Units | Recruiting | Training & Education | Career | Marine Services | In the Community

Images

View All Site Content

Lists

Home

Agencies

HQMC News

Press Releases

General Officer Biographies

1 - 200

View: All Documents

All Documents

Explorer View

Approve/reject Items

My submissions

Modify this View

Create View

| Name              | Byline | Unit                            | Caption | Approval Status | Created           | Created By       | Dateline | DatePhotoTaken | Modified          | Modified By     | Content Type |             |
|-------------------|--------|---------------------------------|---------|-----------------|-------------------|------------------|----------|----------------|-------------------|-----------------|--------------|-------------|
| 2005              |        |                                 |         | Approved        | 1/24/2008 4:18 PM | svc.marines.mil  |          |                | 1/24/2008 4:18 PM | svc.marines.mil | Folder       |             |
| 2006              |        |                                 |         | Approved        | 1/24/2008 4:18 PM | svc.marines.mil  |          |                | 1/24/2008 4:18 PM | svc.marines.mil | Folder       |             |
| 2007              |        |                                 |         | Approved        | 1/24/2008 4:18 PM | svc.marines.mil  |          |                | 1/24/2008 4:18 PM | svc.marines.mil | Folder       |             |
| _036_Sgt.Boh_LOW  |        | Headquarters, U.S. Marine Corps |         | Approved        | 4/7/2007 3:13 PM  | Sutton Ctr Karen |          |                | 6/13/2007 3:33 PM | svc.marines.mil | Picture      | 300 x 433   |
| _036_Sgt.Bohanner |        | Headquarters, U.S. Marine Corps |         | Approved        | 4/7/2007 3:13 PM  | Sutton Ctr Karen |          |                | 6/13/2007 3:33 PM | svc.marines.mil | Picture      | 832 x 1200  |
| _MG_1304 copy     |        | Headquarters, U.S. Marine Corps |         | Approved        | 4/7/2007 3:13 PM  | Sutton Ctr Karen |          |                | 6/13/2007 3:33 PM | svc.marines.mil | Picture      | 3504 x 2336 |
| _MG_1304low       |        | Headquarters, U.S. Marine Corps |         | Approved        | 4/7/2007 3:13 PM  | Sutton Ctr Karen |          |                | 6/13/2007 3:33 PM | svc.marines.mil | Picture      | 330 x 220   |

**NOTE:** This view will display all images created and/or last modified by you in descending date order



# Uploading New Images for News Story

New ▾ Upload ▾ Actions ▾ Settings ▾ 1 - 100 ▸ View: My submissions ▾

| Type | Name               | Modified           | Modified By          | Approval Status | Approver Comments  | Thumbnail |
|------|--------------------|--------------------|----------------------|-----------------|--|-----------|
|      | DESKTOP            | 2/19/2008 12:29 PM | Gessner CTR<br>Kathy | Draft           |  |           |
|      |                    | 2/19/2008 9:23 AM  | Kathy                |                 | Content and Structure Tool   |           |
|      |                    | 2/19/2008 9:23 AM  | Gessner CTR<br>Kathy | Approved        | Approved by 'Gessner CTR Kathy' using the Content and Structure Tool |           |
|      |                    | 2/19/2008 9:23 AM  | Gessner CTR<br>Kathy | Approved        | Approved by 'Gessner CTR Kathy' using the Content and Structure Tool |           |
|      |                    | 2/19/2008 9:23 AM  | Gessner CTR<br>Kathy | Approved        | Approved by 'Gessner CTR Kathy' using the Content and Structure Tool |           |
|      | 080105-M-9719V-064 | 2/19/2008 9:23 AM  | Gessner CTR<br>Kathy | Approved        | Approved by 'Gessner CTR Kathy' using the Content and Structure Tool |           |

**5h. Click drop down next to image name of image to Publish**

**5i. Click Publish a Major Version**

**NOTE:** This step must be done for each image uploaded.





# Uploading New Images for News Story

Home > Units > Headquarters Marine Corps > Images > DESKTOP > Check In

## Publish Major Version

Use this page to publish the current version of this document.

! Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper permissions.

**Comments**  
Type comments describing what has changed in this version.

**5j. Enter Comments**

Comments:

**5k. Click OK**

OK Cancel

**5l. Close Images View**



# Attaching Images to News Story

**6a. Click “Click to add a new picture”**

WELCOME GESSNER CTR KATHY / / Site Actions

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community | Search

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools | Check In to Share Draft | Submit for Approval | Publish

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

**Test Site**

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

Click here to upload a new image.

EMAIL | PRINT | FEEDS

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Click here to add new content

Photo1

Edit Picture

Clear

Click to add a new picture

Photo2

Edit Picture

Clear

Click to add a new picture

Photo3

Edit Picture

Clear

Click to add a new picture

Photo4

Edit Picture

Clear

Click to add a new picture

Photo5

Edit Picture

Clear

Click to add a new picture



# Attaching Images to News Story

**6b. Click *Browse* to select image**

The image shows a "Web Page Dialog" window with a blue title bar and a close button (X) in the top right corner. The main content area is divided into three sections: "General", "Layout", and "Size".

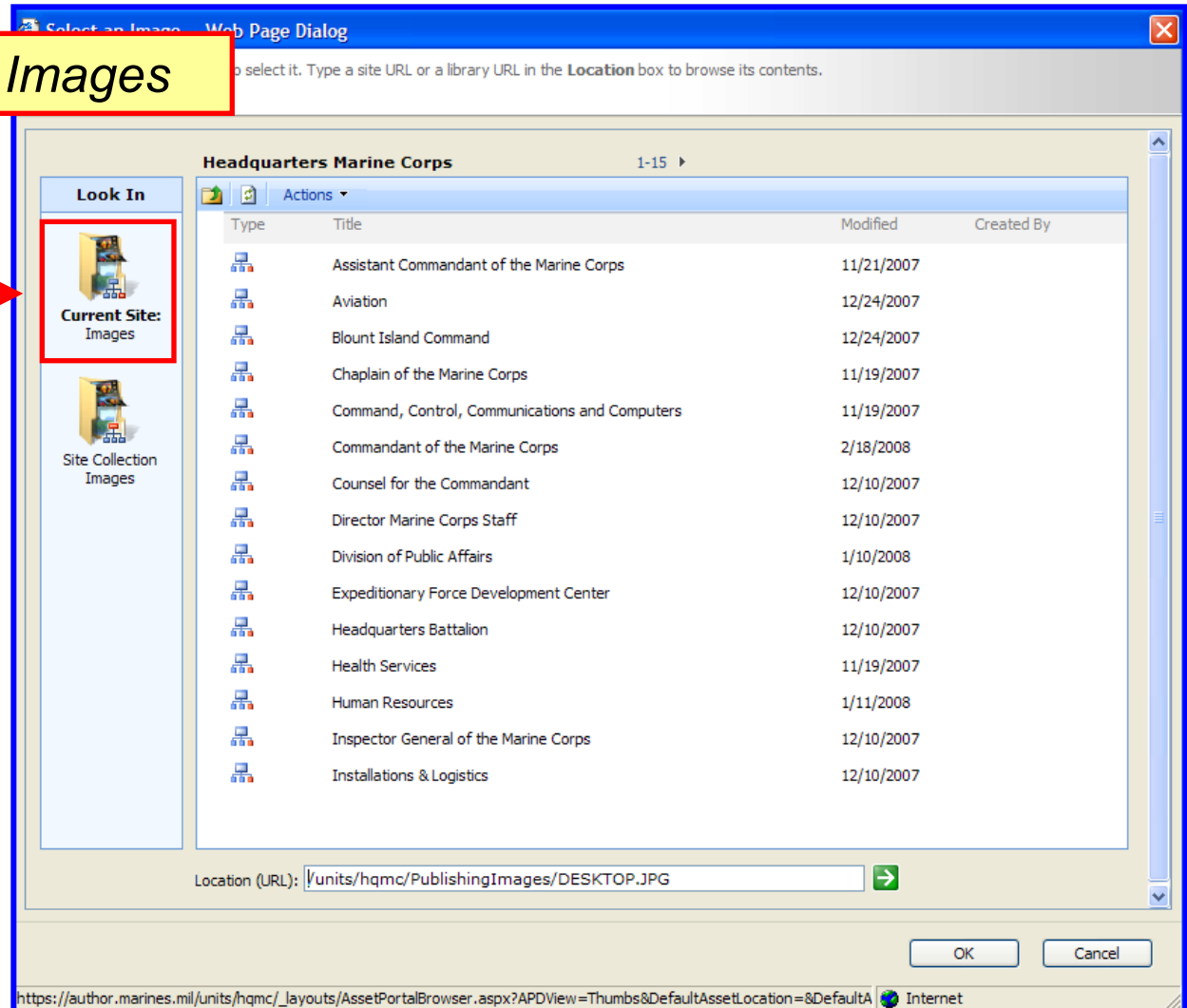
- General**: Contains a "Selected Image" text box, an "Alternate Text" text box, a "Hyperlink" text box, and a "Browse..." button. A red arrow points from the "Browse..." button to the "Selected Image" text box.
- Layout**: Contains "Alignment" (a dropdown menu set to "Default"), "Horizontal Spacing (pixels)" (a text box), "Border thickness (pixels)" (a text box set to "0"), and "Vertical Spacing (pixels)" (a text box).
- Size**: Contains "Use default image size" (a radio button that is selected), "Specify Size" (a radio button), "Width (pixels)" (a text box), "Height (pixels)" (a text box), and a checkbox labeled "Maintain aspect ratio (enter width or height)".

At the bottom of the dialog are "OK" and "Cancel" buttons. The status bar at the very bottom shows the URL "https://author.marines.mil/units/testsite/\_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&Default/" and the "Internet" icon.



# Attaching Images to News Story

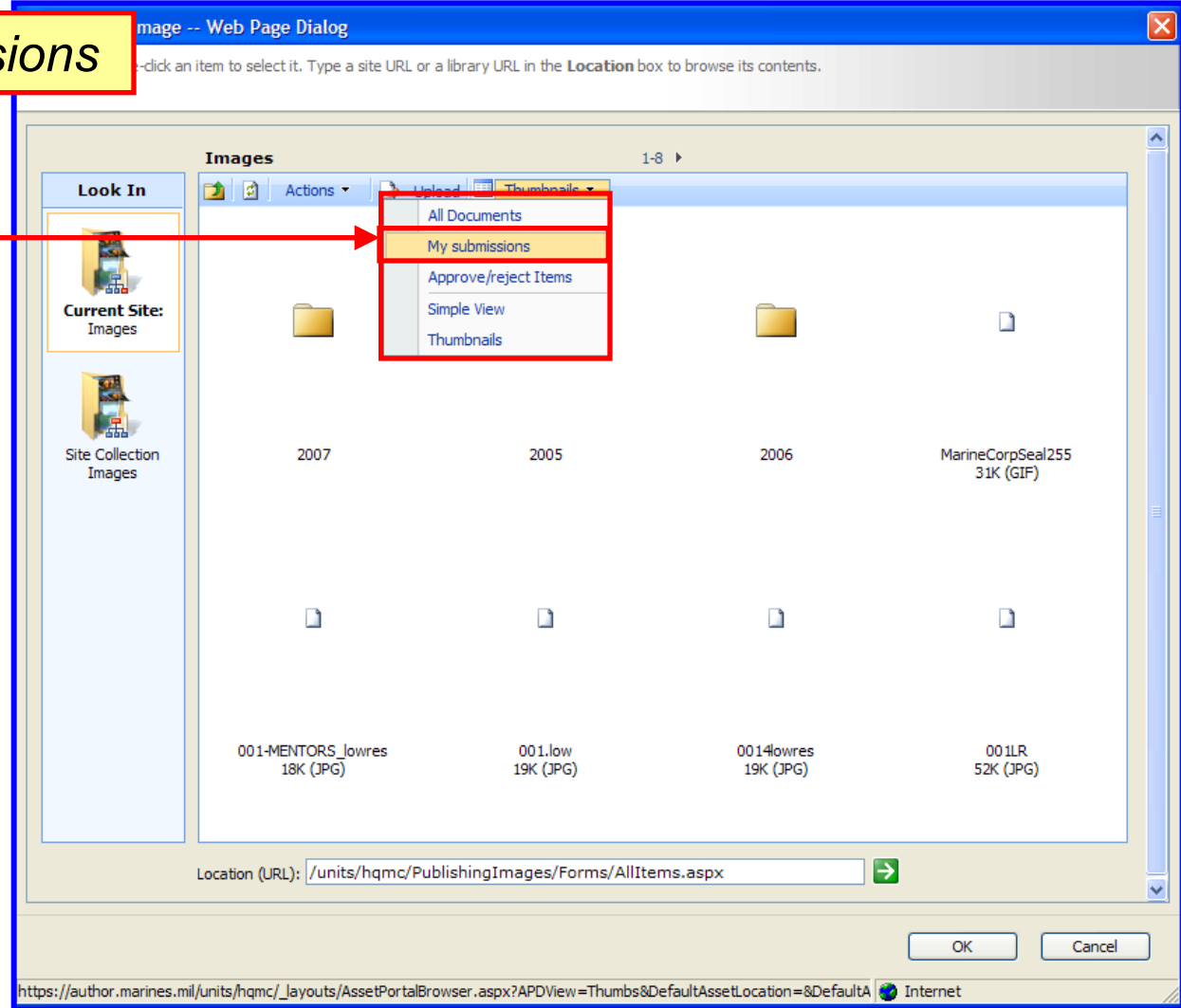
## 6c. Click *Current Site: Images*





# Attaching Images to News Story

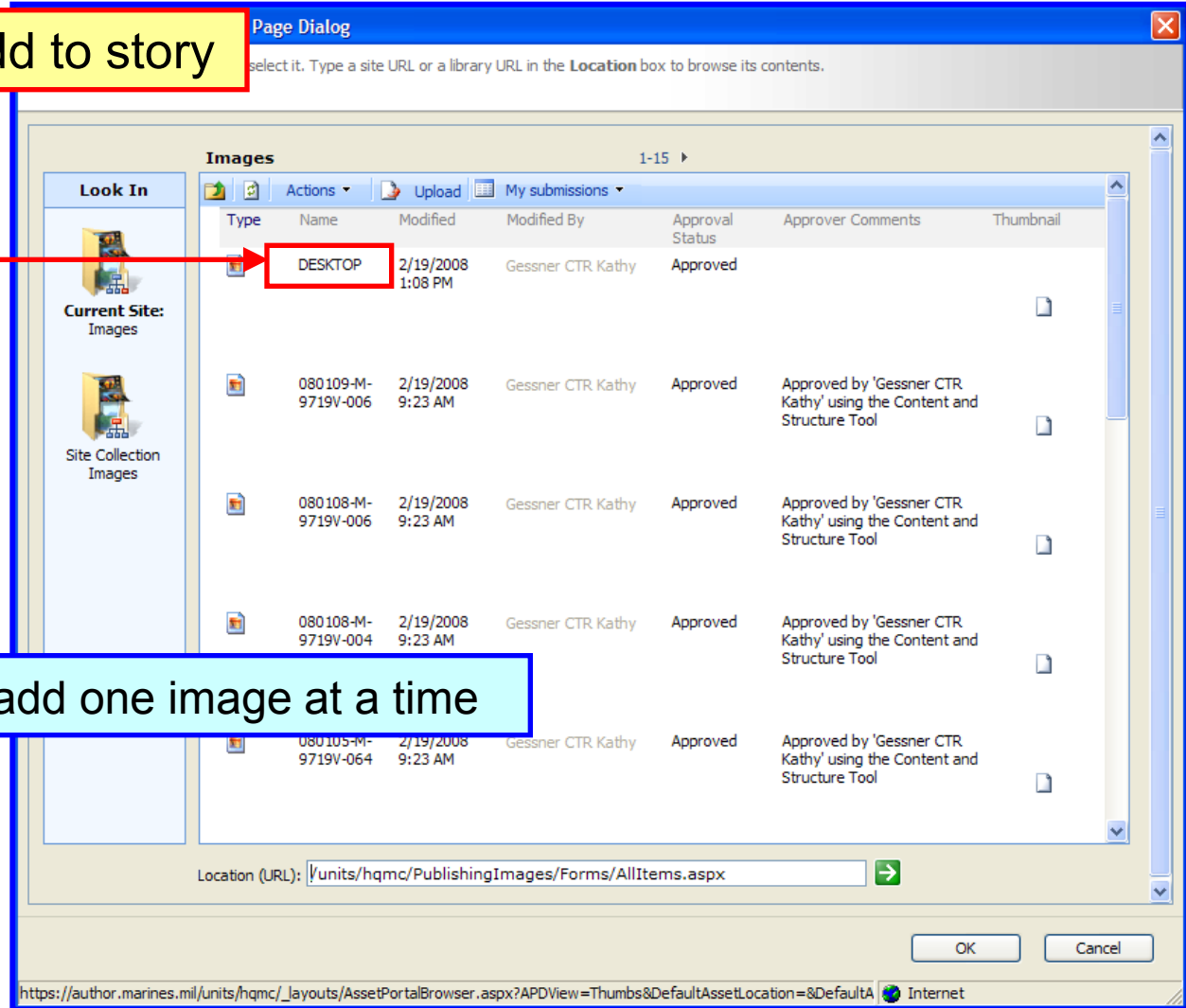
## 6d. Click *My Submissions*





# Attaching Images to News Story

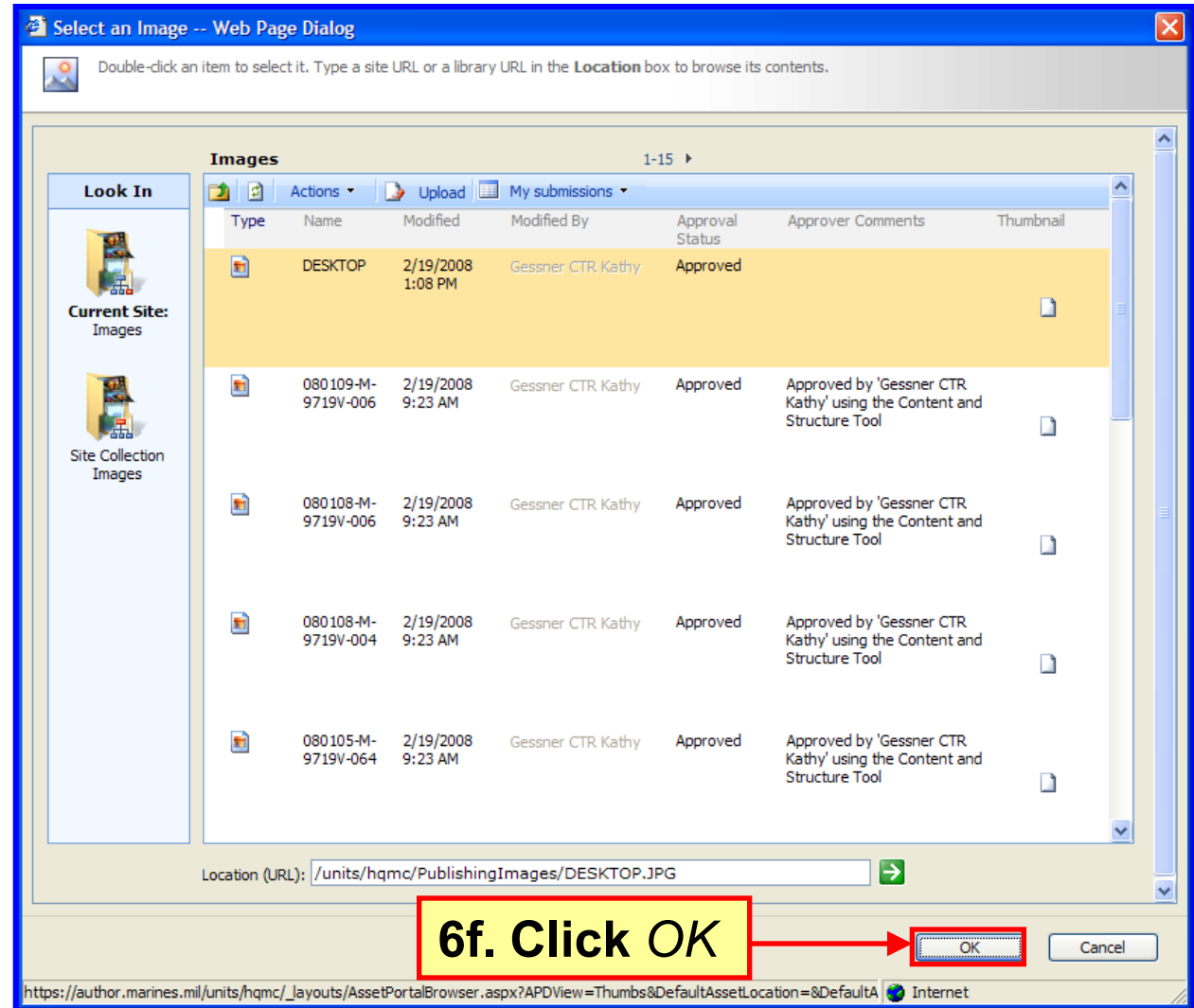
**6e. Click *Image* to add to story**



**NOTE:** You can only add one image at a time



# Attaching Images to News Story





# Attaching Images to News Story

**Edit Image Properties -- Web Page Dialog**

Enter the URL of the selected image and its display properties.

**General**

Selected Image  
/units/hqmc/PublishingImages/DESKTOP.JPG

Alternate Text

Hyperlink

☐ Open Link In New Window

**Layout**

Alignment  
Default

Horizontal Spacing (pixels)

Border thickness (pixels)  
0

Vertical Spacing (pixels)

**Size**

☒ Use default image size  
☐ Specify Size

Width (pixels)

Height (pixels)

☒ Maintain aspect ratio (enter width or height)

**6g. Click OK** →

https://author.marines.mil/units/hqmc/\_layouts/AssetImagePicker.aspx?DefaultAssetLocation=&DefaultAs: Internet





# Attaching Images to News Story

## 6h. Image Attached

[EMAIL](#) | [PRINT](#) | [FEEDS](#)

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

Edit Content

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam lacus. Aliquam tincidunt lacus ut arcu. Fusce turpis risus, vehicula sit amet, malesuada eu, ornare ac, nibl pendisse ac sem id neque consectetur venenatis. Nunc sollicitudin justo sed m...

Suspendisse lacinia, erat ut pharetra malesuada, est mauris malesuada nunc, at venenatis elit mauris et erat. Mauris at tortor. Sed condimentum. Duis massa dolor, feugiat ac, placerat at, semper vel, elit. Curabitur ante enim, eleifend a, venenatis in, sodales sit amet, orci.

Vivamus non neque consectetur est mollis ultrices. Integer suscipit venenatis mi. Sed vehicula elit posuere mauris. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Suspendisse ac neque quis tellus aliquet tristique. Suspendisse sem dolor, ultricies sed, lacinia quis, fringilla et, dolor. In adipiscing augue bibendum justo rhoncus congue. Suspendisse mauris.

Phasellus erat velit, placerat at, consectetur sit amet, laoreet sit amet, quam. Nunc

Photo1

Edit Picture X Clear

Photo2

Edit Picture X Clear

Click to add a new picture

Photo3

Edit Picture X Clear

Click to add a new picture

Photo4

Edit Picture X Clear

Click to add a new picture

Photo5

Edit Picture X Clear

Click to add a new picture

Photo6

Edit Picture X Clear

Click to add a new picture

Photo7

Edit Picture X Clear

Click to add a new picture

**NOTE:** Repeat steps to add additional pictures. The order the pictures appear down the side is the order the pictures will be used in the slideshow attached to the news story.



# Adding Hyperlinks to News Story

**7. Right Column has places for 10 images and 10 hyperlinks.  
Scroll down for hyperlinks.**

Welcome Gessner Ctr Kathy / / Site Actions

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community |

Advanced Search

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools |

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

**Test Site**

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

[Click here to upload a new image.](#)

EMAIL | PRINT | FEEDS

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

[Click here to add new content](#)

Photo1

[Click to add a new picture](#)

Photo2

[Click to add a new picture](#)

Photo3

[Click to add a new picture](#)

Photo4

[Click to add a new picture](#)

Photo5

[Click to add a new picture](#)



# Adding Hyperlinks to News Story

Right Column has places for 10 images and 10 hyperlinks.  
Scroll down for hyperlinks.

Home | News | **Units** | Recruiting | Training & Education | Career | Marine Services | In the Community |

Advanced Search

Welcome Gessner Ctr Kathy / / Site Actions

Version: Checked Out Status: Only you can see and modify this page. Publication Start Date: Immediately

Page | Workflow | Tools |

Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > Units > TESTSITE

View All Site Content

**Test Site**

Mission

News

Units

Press Releases

Photos

Links

POC

MetaData (click to show/hide metadata)

Image Uploads | Categories and Tags | Story Promotion | Publishing Dates

[Click here to upload a new image.](#)

EMAIL | PRINT | FEEDS

HEADLINE

New Training for Content Managers

StoryDate

4/13/2007

By

Byline

Kathy Gessner, IT Consultant

Unit

Headquarters, U.S. Marine Corps

Dateline

Marines implement new content manager p

Page Content

[Click here to add new content](#)

Photo1

[Click to add a new picture](#)

Photo2

[Click to add a new picture](#)

Photo3

[Click to add a new picture](#)

Photo4

[Click to add a new picture](#)

RelatedLink1

[Click to add a new hyperlink](#)

7a. Click "Click to add a new hyperlink"



# Adding Hyperlinks to News Story

**7b. Enter *URL* for document or **click** *Browse* to include existing hyperlink**

**7c. Check to have Link Open in a new Window when clicked**

**7d. Enter *text* to display**

**7e. Enter *text* to display when hovering over item**

**7e. Click *OK***

A screenshot of the "Edit Hyperlink Properties -- Web Page Dialog" window. The window has a title bar with a close button. Below the title bar is a tab labeled "Enter a URL and its display properties." The main area contains a "Selected URL" text box with a "Browse..." button to its right. Below this is a checkbox labeled "Open Link In New Window" which is unchecked. Below that is a checked checkbox labeled "Display link with icon" followed by a document icon and the text "filename.doc". Below these are two text boxes: "Display Text" and "Tooltip". At the bottom right are "OK" and "Cancel" buttons. Red arrows point from the instructional text boxes on the left to these specific elements: from the "7b" box to the "Selected URL" box and "Browse..." button; from the "7c" box to the "Open Link In New Window" checkbox; from the "7d" box to the "Display Text" box; from the "7e" box to the "Tooltip" box; and from the "7e" box to the "OK" button. The status bar at the bottom shows a URL and an "Internet" icon.



# Selecting Categories and Tags for News Story

## 8a. Click *Categories and Tags*

**NOTE:** Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.

The screenshot displays the MARINES content management system interface. At the top, the MARINES logo is visible. Below it, a navigation bar includes links for Home, News, Units, Recruiting, Training & Education, Career, Marine Services, and In the Community. A search bar is also present. The main content area shows a sidebar with a 'View All Site Content' menu and a 'Test Site' menu. The 'Test Site' menu is expanded, showing options like Mission, News, Units, Press Releases, Photos, Links, and POC. The main content area is titled 'Version: Checked Out' and 'Status: Only you can see and modify this page.' It also shows 'Publication Start Date: Immediately' and 'Page: Workflow'. A red arrow points from the 'Categories and Tags' tab in the 'MetaData' section to the 'Click to show/hide metadata)' link. The 'Categories and Tags' tab is highlighted with a red box. Below the 'Categories and Tags' tab, there is a section for 'Image Uploads' with a link to 'Click here to upload a new image.' The main content area contains a form for a news story titled 'New Training for Content Managers' with fields for 'StoryDate' (4/13/2007), 'Byline' (Kathy Gessner, IT Consultant), 'Unit' (Headquarters, U.S. Marine Corps), and 'Dateline' (Marines implement new content manager c). The 'Page Content' section shows a placeholder for a news story.



# Selecting Categories and Tags for News Story

## 8b. Check Content Categories

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

**IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.**

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

**8c. Enter Content Category and Tags separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.**



# Entering Story Promotion Information for News Story

**Story Promotion** is used by the Approver to determine position of story

**NOTE:** Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags **Story Promotion** Publishing Dates

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

**IMPORTANT NOTE:** We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs



# Entering Publishing Dates for News Story

## 9a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

Image Uploads Categories and Tags Story Promotion **Publishing Dates**

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☒ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Environmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☒ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Safety
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

**IMPORTANT NOTE:** We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list.  
Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs





# Entering Publishing Dates for News Story

## 9b. Enter *Start* and *End* Dates

MetaData (click to show/hide metadata)

Image Uploads

Categories and Tags

Story Promotion

Publishing Dates

Scheduling Start Date

☒ Immediately


☐ On the following date:

 12 AM  00

Scheduling End Date

☒ Immediately

☐ On the following date:

 12 AM  00



# Submitting News Story for Approval

## 10. Click *Check In*

**NOTE:** There are two ways to Check In a page. Either the button at the top of the page or from the page menu

**MARINES**  
THE FEW. THE PROUD.

Home | News | Units | Recruiting | Training & Education

Version: Checked Out Status: Only you can see and modify this page. (Do not show this message again)

Page | Workflow | Tools | **Check In to Share Draft** | Submit for Approval

Save  
Save and Stop Editing  
**Check In...**  
Discard Check Out  
Page Settings and Schedule  
Delete Page  
Add Web Parts  
Modify Web Parts

Click to show/hide metadata

Categories and Tags | Story Promotion | Publishing Dates

to upload a new image.

EMAIL | PRINT | FEEDS

POC

HEADLINE  
New Training for Content Managers

StoryDate  
4/13/2007

**By**  
Byline  
Kathy Gessner, IT Consultant

Unit  
Headquarters, U.S. Marine Corps

Photo1  
Edit Picture X Clear

Photo2

**NOTE:** This allows others to view your content before you publish it.



# Submitting News Story for Approval

## 11. Click *Submit for Approval*

**NOTE:** There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

The screenshot displays the U.S. Marine Corps web portal interface. At the top, the Marine Corps logo and tagline "THE FEW. THE PROUD." are visible. Below the navigation bar, the page status is shown as "Version: Draft (0.2)" and "Status: Checked in and viewable by authorized users". The "Publication Start Date" is set to "Immediate".

The "Workflow" menu is open, showing a list of actions: "Publish", "Submit for Approval...", "Cancel Approval", "Cancel Scheduling", "Unpublish", "Approve/Reject...", "View Page Tasks (0)", "View Workflow Status...", and "Start a Workflow...". The "Submit for Approval..." option is highlighted with a red box. A red arrow points from the "Submit for Approval" button in the top navigation bar to the "Submit for Approval..." option in the workflow menu.

The main content area shows a news story titled "NG NEWS STORY" by Katherine Gessner, Consultant, Headquarters Marine. The story text reads: "– This is a test of uploading news and images". To the right of the text is a photograph of two frogs. Below the photo, the date and time "2/13/2007 4:20 AM" are displayed, along with the author's name "Kathy Gessner" and location "Fairfax, VA". The caption "This is a Sample Image" is also present.

The footer contains the "Official U.S. Marine Corps Web Site" information, contact details for the media office, and links to "RSS Feeds", "Legal Advisories", "Sitemap", "FAQs", and "Contact Us".

**NOTE:** This will now be submitted for approval



# Submitting News Story for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

## Start "Parallel Workflow": TrainingTestPage

### Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever hed their tasks.

Approvers...

☐ Assign a single task to each group entered (Do not expand groups).

Type a message to include with your request:

**11a. Enter *Message* to include with approval request**

**11b. Enter *Due Date***

### Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

**11c. Enter *Other People to Notify***

### Notify Others

To notify other people about this workflow starting without assigning tasks, type names on the **CC** line.

CC...

**Note:** This locks the content, and starts the approval workflow.

**11d. Click *Start***